

CENTRAL CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS
AUDITING DEPARTMENT
CHURCH DATA SHEET

Church Name: _____
 Address: _____
 City: _____ Zip Code: _____
 Telephone: _____ Fax: _____
 E-mail Address: _____
 Website: _____
 Date Organized: _____ Membership: _____
 Taxpayer Identification Number: _____

Bookkeeping System: _____ Fiscal Year End: _____
 _____ Hand posting _____ Computerized
 _____ Software Used: _____

Bank Account(s) (checking, savings, CD's, etc) & Credit Cards Authorized by Church Board:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List Names of Board Authorized Signors on All Bank Accounts:

_____	_____
_____	_____

Petty Cash Account(s) and Authorized Holder(s):

Location of Permanent Financial Records:

Location of Building Plans:

Location of Current (and expired for three years) Contracts (leases, mortgage, etc.):

Location of Current and Past Employment Agreements:

Form Completed By (print name): _____

Signature: _____

Title: _____ **Date:** _____

- Please keep all Data Sheets in the Church Treasurer's Handbook.
- A new Data Sheet must be completed to record changes at least once a year. Interim changes may be recorded by drawing a line through the section that has changed on the old form and only entering the name of the Church and the updated information on the new form.
- Copy of the Data Sheet may be required periodically by the Auditing Department.